

Access the SFSP application by logging in at: <https://nutrition.education.ne.gov>. Click on the red Summer Food Service Program box in the lower left (like you see in the picture below). Then, you may be asked to select a year; choose 2019-2020 and then choose "enroll".



Now, click on Applications in the upper left (small white text). Then, you should see a list of items – choose Application packet (see the pic below).

Applications Claims Compliance Reports Security Search	
Applications >	
Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and H
Application Packet	SFSP Applications Forms (Sponsor
Advance Requests	Request Sponsor's SFSP Advance(s
Advance Requests Manager	Manage requested Sponsor's SFSP
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summa
Download Forms	Forms Available for Downloading


Now, you should see the page in the snip below. Complete the items on the page in the order listed here:

1. Sponsor application;
2. Site application (highlighted in yellow in the pic below); **it's imperative to complete the site application(s) BEFORE the Budget Detail**
3. Budget Detail;
4. Checklist summary (if there is a red arrow next to it; if no red arrow then there is nothing for you to do there)

*If the Checklist Summary has a red arrow, it will require that you click on it and then click your school's name in order to check a box saying you submitted an organization wide audit if your school receives more than \$750,000 in federal funds annually (examples of federal funds include USDA/NSLP, Titles I, II and III).

Action	Form Name	Latest Version	Status
1 View Admin	✓ Sponsor Application	Original	Approved
3 View	✓ Budget Detail	Original	Approved
Details	✓ Food Production Facility List (2)		
Details	Site Field Trip List		
4 Details	✓ Checklist Summary (2)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
2 Summer Food Service Program	1	10	0	0	0	0	11


< Back
Submit for Approval
Approve
Return
Deny

1. Complete the sponsor application.
2. Complete the site application(s) by clicking on "Summer Food Service Program" (green arrow is pointing to this in the pic above).

Click 'Modify' next to the site(s) you'll be operating this year and then add all of the required site information.

The start date for #28 should be the date you complete the application. Ignore end date.

You can access the Hispanic/African American/Asian/White/Native American info for #82 & #84 here: [US Census Quick Facts](#) (use the search bar near the upper left corner and type in your county's name and the state). You may have to do some rounding with these values. Do your best to estimate the actual numbers of participants in each category (Hispanic/African American/Asian/White/Native American) – the system will convert your actual values to percentages – for #83 & #85.

3. Complete the budget detail. The system autofills the operating and administrative reimbursement values from information entered into the site application.

4. Click on Checklist Summary (if it has a red arrow in the pic above). In there, click on your sponsor name to see what you need to attach (there may not be any items here, though) and attach or email to me whatever it asks for and check the box that says you submitted the items. Then click save and finish.

If everything is completed correctly, the red arrows should become green checkmarks and the Submit for Approval button should activate and be red.